

## **CITY OF FRESNO**

150105

### **GRANT WRITER**

#### **DEFINITION**

Under general direction, identifies sources of, writes applications for, acquires, and administers, grants; oversees personnel assigned to grant administration; and performs related work as required.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the department director or director's designee. May exercise supervision over subordinate staff.

#### **DISTINGUISHING CHARACTERISTICS**

Grant Writer is a single class assigned to City departments eligible to apply for and accept federal, state, and local grant monies to be used by departments in providing services to and for the citizens of Fresno. Incumbents exercise considerable independent judgment in the administration of federal, state, and local funding opportunities. This is an unclassified position in which the incumbent serves at the will of the department director.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Identifies potential sources of funding from federal, state, and local sources.

Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching demographic and statistical data necessary for the applications.

Maintains records for grants and other funding sources for compliance with applicable regulations and policies, including quarterly financial reports.

Handles public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's funding efforts.

Develops and implements contracts to receive funds for department activities or to provide funds to private organizations to perform grant-related activities.

Assists with the department's annual budget preparation relative to grants.

Contacts and appears before state and local elected officials to obtain support for various proposals, projects, or legislative actions; prepares reports and appears before City Council for application approval and/or expenditure authority.

Performs varied duties and special projects at the discretion of the department director.

May provide supervision, i.e., selection, training, preparation of performance evaluations, or recommend disciplinary actions, of subordinate staff.

May participate in the overall economic development activities of the City of Fresno, including participating in presentations to Fresno businesses.

Manages and/or provides oversight to personnel from other departments in pursuing funding opportunities and/or in grant preparation.

May serve as liaison between the Council of Fresno County Governments (COG) and the City of Fresno regarding transportation related funding opportunities and various issues related thereto.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic budgetary principles and operations at the local government level.

Federal, state, and local sources of grants.

Statistical methods, research techniques and applications.

#### **Skills to:**

Operate modern office equipment including computer equipment.

#### **Ability to:**

Locate federal, state, and local sources of funding.

Understand the principles and practices of public funding, as well as, management techniques and procedures.

Initiate and analyze financial data in conjunction with grant management.

Interpret and apply complex regulations, legislation and guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Express ideas and recommendations effectively in oral and written form.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Two years of full-time paid experience in writing and administering local, state, and/or federal grants.

#### **Education:**

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or closely related field preferred.

#### **Special Requirements:**

Possession at time of appointment and continued maintenance of a valid California Driver License may be required.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_